How to Process an Affiliation/Termination on the Public Portal

The Board has gone paperless so all submissions for Affiliations/Terminations must be completed on the public portal. We will no longer be accepting paper requests any that come in will be discarded.

- Create an account on our Eplace portal https://elicensing.mass.gov/CitizenAccess/Login.aspx, if you have not already
- 2. Log in and go to Manage Licenses, Permits and Certificates Tab. All affiliation/termination updates must be completed under the Broker of Records/Brokers license. If the broker of records license is linked you will see it as shown below.

Licenses, Permits, Certificates, & Other Records

Records that have been associated with your ePLACE Portal account are listed in the below table. For each license, permit, certificate, or other record, click the identifying number for additional details.

The links associated with a particular record allow you to perform actions such as resuming an application, starting a renewal, filing an amendment, etc.

Don't see your license or permit?

Both renewals and amendments require your license, certificate or permit to be linked to your account. If your license, permit or certificate is not listed in the table below, you will need to link it to your account as follows:

- 1. Click on this link to Link your account to your license
- 2. Then click the top list item labeled Link your License/Permit/Certificate to your account.

Please note that linking requires your record ID and authorization code.

DPL LICENSEES requiring this information please email dplauthcodes@mass.gov

DLS LICENSEES requiring this information should contact the agency.

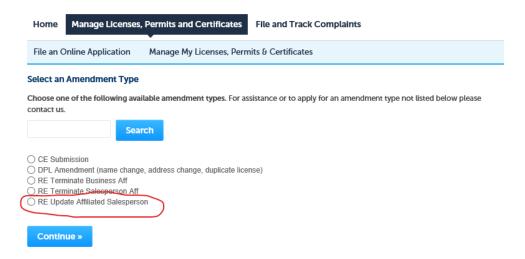
ABCC Licensees requiring this information should contact the agency.



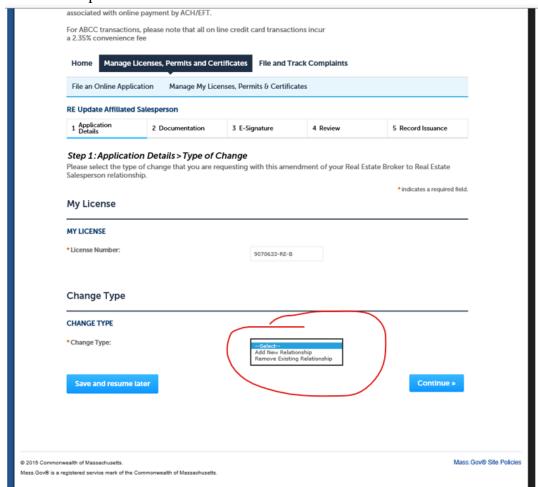
If the license is not linked you will need to link the license before you can continue. Follow the instructions at the top of the page on the portal to link.

3. On the linked license select Amendment.

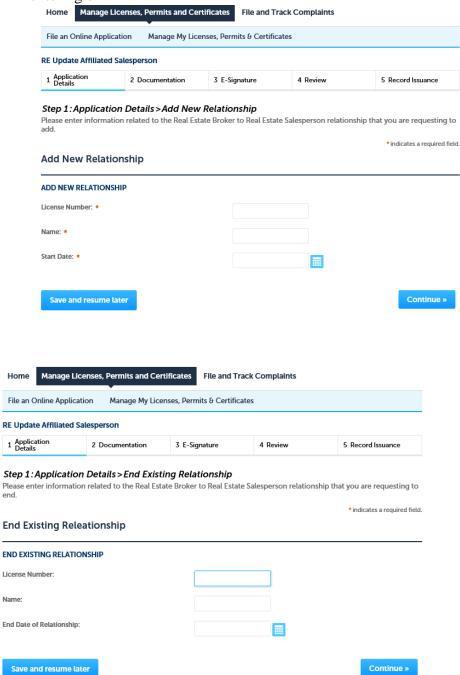
4. Choose the 5th option as shown below



5. Choose the option add or remove license



6. Enter the license number of the salesperson (this is #-re-s), Name, and start date in either the add or end relationship fields. You can click continue to go past the page you are not entering on



7. Click continue on the documents tab for there is nothing to attach to the record.

Home	Manage Licen	ses, Permits and Cer	tificates File and	d Track Complaints	
File an O	nline Applicatior	Manage My Lice	nses, Permits & Cer	tificates	
RE Update	Affiliated Sale	sperson			
1 Applica Details	tion	2 Documentation	3 E-Signature	4 Review	5 Record Issuance
Please uple		on > Documentat ed documents to con		ate Salesperson relations	nip amendment. * indicates a required field.
Please uploa	d any associated de	ocuments to complete this	Real Estate Salesperso	n relationship amendment.	
The maximus	m file size allowed i	s 20 MB.			
Name	Туре	Size	Latest Update	Action	
No record	ls found.				
Add Save an	d resume later				Continue »

8. Click on the agree box and type your name

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File an Online Application Manage My Licenses, Permits & Certificates								
RE Update Affiliated Salesperson								
RE Update Affiliated S	atesperson							

Step 3: E-Signature > E- Signature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a handwritten signature.

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I further certify that I have had the opportunity to review and correct the information provided in this application. I understand that any misrepresentation or omission of information contained in this application may be grounds for the Board to deny the application or to suspend or revoke a license issued to me.

I further attest that, pursuant to M.G.L. c 62, §49A, to the best of my knowledge and belief, I have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand, and accept all terms of the foregoing statement. I make my eSignature by completing the fields below.

*indicates a required field.

ELECTRONIC SIGNATURE

I agree: *

My full name: *

Continue >>

9. On the review page make sure everything is entered correctly and then click continue. This submits the changes and the request is completed. The salesperson is now marked as affiliated.

